Instructions for Renewing/Joining
RRCA Club, Event, or Event Management Company Membership

The following instructions were created to assist you with renewing your RRCA membership. Please read through each of the steps below where you will find the answers to most of your questions. If you need assistance to complete the renewal please email membership@rrca.org or call (703) 525-3890 and ask for Michael Webb, Membership Manager.

Please keep these instructions and refer to them throughout the year as events are added, additional insured certificates are needed, and club information needs to be updated.

AN IMPORTANT NOTE ABOUT PRIMARY CONTACTS:
Each running club, event member, and event management company is assigned ONE Primary Contact person in our database as the authorized representative to renew a membership.

As a reminder, RRCA requires nonprofit members to hold annual elections, meaning your primary contact may change between now and January 2018. To help ensure an efficient renewal process for our 2,500+ members, **please follow these important steps in advance of renewing:**

- If you were the Primary Contact for 2017, **log on to the online system** using your current username and password. Ensure all information is still correct.
- If you will be the **NEW Primary Contact** for your organization in 2018, please create a personal profile in the "**Manage Profile**" section of the website. Select the "**Create Profile**" option.

Once you have created a profile, send an email to **membership@rrca.org**. In the subject line of the email, note - *Primary Contact Update*. Include your **full name** and **running club or event name** in the email. We will notify you when the primary contact update is complete.

Log in using your User ID & Password:

1. Go to
   http://www.rrca.org/membership/running-club (ClubMembers)
   http://www.rrca.org/membership/running-event (Event Members)
   http://www.rrca.org/membership/event-company (Event Management Members)

   READ the information on the membership category page. Click on the green *Join or Renew My Membership* button. If you are not already logged into the RRCA website, you will be asked to login.

   TIP: If you have forgotten your Username and Password, select the blue Obtain Password link and follow the instructions.

2. You will receive the following message:

   You are logged in as (YOUR NAME) affiliated with (YOUR ORGANIZATION'S NAME).

   According to our records, your organization's Club Member membership will expire on 12/31/2017. To renew your membership, please click the "continue" button below.

   If you have any questions, contact: membership@rrca.org.

3. **Click *Continue*.** You will be taken to the ***Membership Renewal*** form (see sample image on the next page) and required to attest to having read the Insurance FAQs, the Guidelines for Safe Event Management, Race Director Code of Ethics, the Guidelines for Leading a Group Run (for club members), and Understanding Music Licensing by answering "yes."

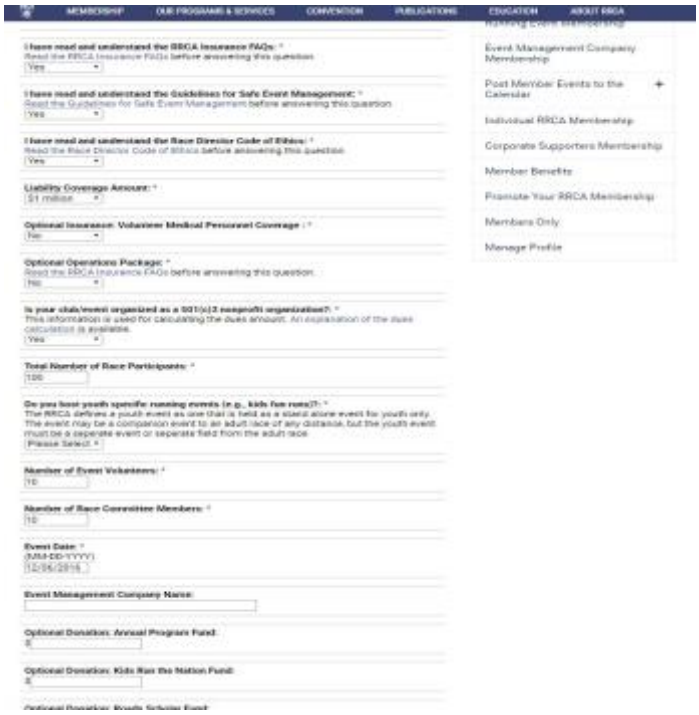
4. Liability Coverage Amount: The default insurance coverage is $1 million per occurence. The RRCA recommends this coverage for members unless a higher coverage amounted is required by a local government or entity. For clubs, the $2 million covers all activities and club owned events and cannot be chosen on a race by race basis. Event management companies may select insurance coverage for $1 or $2 million on a per event basis.

5. Volunteer Medical Personnel Coverage: You may select "yes" for the optional liability insurance coverage for volunteer medical personnel. The rate is $250 if you select the $1 million policy or $300 if you select the $2 million policy.

6. Choose whether your running club or event is organized as a nonprofit organization or a for profit organization. Nonprofit organizations are those designated as 501(c)3 directly by the IRS or through the RRCA's Group Exemption. The RRCA requires nonprofit organizations to carry Directors & Officers insurance, and the charge of $200 will automatically be added to the member's invoice. If your nonprofit organization has D&O insurance through another provider, we will refund the D&O fee upon receipt of your Certificate of D&O Insurance. You must provide this proof within the same month as you join/renew the RRCA if you pay by credit card to receive a full refund. For profit organizations are not eligible for D&O coverage. We also recommend that for-profit running clubs and events purchase business insurance to cover business activities. RRCA Certified Race Directors may access the business insurance policy for clubs and events http://www.rrca.org/our-programs-services/programs/race-director-certification/insurance-program

7. Running Club members will be asked a series of questions related to club activities. This is for data collection purposes and is not factored into club membership dues or insurance fees. Running clubs will be asked to enter the projected number of group training runs, club races, race participants and social activities and meetings to be held throughout the year along with youth running activities.

8. **Dues and Insurance Calculation: See the Membership/Join-Renew page on the website for dues and insurance rates. The Membership Renewal Form will automatically calculate the dues and insurance rates for you.**



- Running clubs must enter the total number of household members for the organization at the time of renewal. Club membership dues and insurance fees are calculated based on the number of household members in the club. Dues and insurance are assessed at a minimum rate of 35 households. If your club grows during the year, we will not assess additional dues mid-year, unless you misrepresent your membership numbers. You will report the higher number of members during the next year's renewal process if your club grows. RRCA will check rosters to verify accurate reporting by members. RRCA will invoice members that have significantly different membership numbers compared to rosters or information posted on club websites if clubs significantly under report.

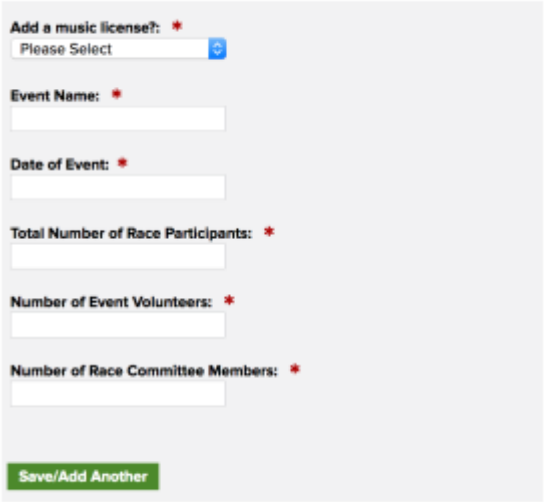
- Event members will be asked to enter the number of race participants, volunteers, race committee members, and the date of the race. Event membership dues and insurance fees are based on the total number of individuals and volunteers involved in the event.

- Event Management Companies will be asked the same information as Event Members but will have the ability to add multiple events that they own. If an Event Management Company doesn't own and event and is simply hired to direct the event for a client, the client must become and RRCA Event member.

9. Please consider making a contribution to the RRCA by including an amount in the space provided for an optional donation for Kids Run the Nation Fund, Roads Scholar Fund, or Annual Fund. Your contribution will be included and itemized in your membership renewal invoice. RRCA is a 501(c)3 organization and contributions are tax deductible.

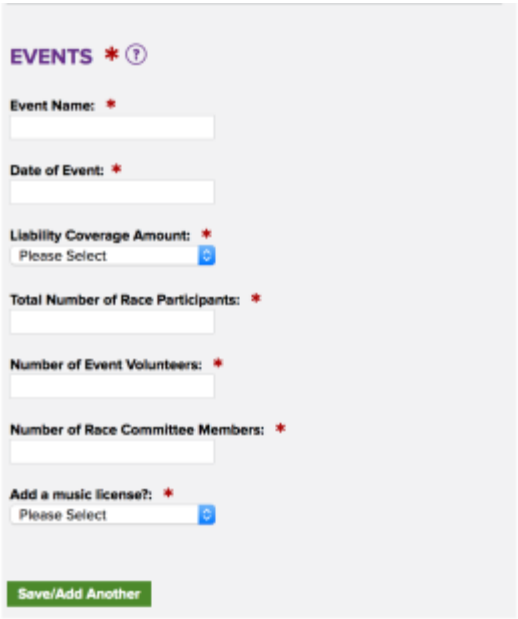
10. **Music license group – *Pay for the Music you Play!*** Federal copy write law says that as the event owner/operator you are responsible for paying for licensing the music you play at your events when participants have paid an entry fee. You must attest to understanding the music licensing information on our website. Clubs, events, and event management companies may select "yes" when asked if they want to pay the fees and be included in the RRCA's group music license service. Your organization will be assessed the fees outlined on our website for both PROs (http://www.rrca.org/our-programs-services/services/music-license-group). If you select yes, your music license will cover works from both the BMI and ASCAP catalog of songs.

    a. **For Clubs –** Use the event reporting widget below the membership form to report only the events you wish to cover with the group music license. Select "Yes" from the dropdown menu and enter your event information. The music license fees are only calculated based on race participants (your paying customers). Click save/add another. If you host a trail race, for example, where music is not permitted, DO NOT list that event in the widget. The fees for all events listed will be automatically calculated for both BMI and ASCAP for all events reported and will appear on your invoice as Music License.



    b. **For Events –** In the membership form, select "Yes" in the dropdown box for the "Add a Music License" question. Report your total number of race participants in the membership form. The music license fees will be calculated from this number for both BMI and ASCAP and will appear on your invoice as Music License.

    c. **For Event Management Companies** – In the event widget where you report the events you own, you may select "Yes" for the "Add a Music License" question. The number of event participants you reports per event will be used to generate your music license fees for both BMI and ASCAP and all events reported will appear on your invoice as Music License.



    d. **Need to add music after your join/renew?** No problem, we can work with you to update your account and add a music license and email you the invoice to pay online using a secure credit card transaction.

11. Click ***Save/Continue***. Membership dues and insurance fees will automatically be calculated and appear on an itemized invoice on the ***Payment*** screen.

12. ***Payment Method***:

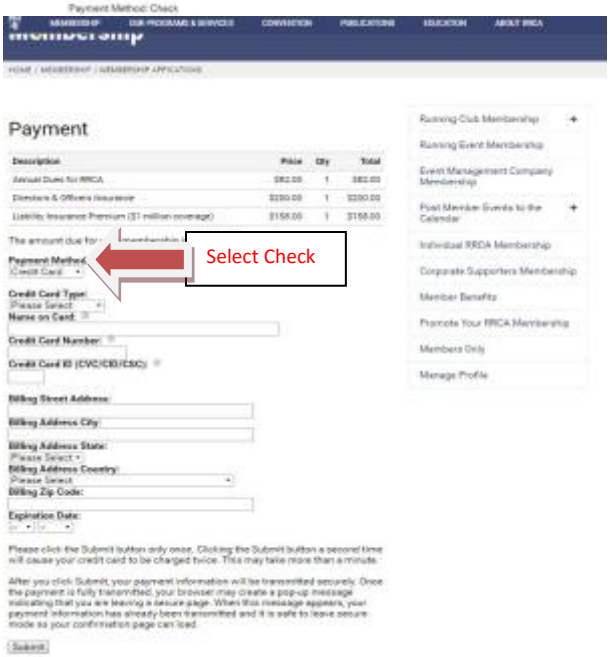
    a. Please select ***Check*** in the pull down menu for your payment method. Payment by check is highly recommended as it saves the RRCA thousands of dollars in credit card processing fees that can be invested in programs and not bank fees. Members with dues/insurance rates exceeding $5,000 MUST pay by check, we will not split credit card payments for invoices exceeding $5,000.

    b. After selecting ***Check*** as your payment option, click ***Submit*** to generate your printable invoice. You will be taken to a confirmation screen confirming that we have received your renewal information in our database, and you will receive a confirmation email as well.

    c. At the bottom of the confirmation screen, click on "Click here" to view your invoice. Your invoice will open in your browser

    d. *Print the invoice and mail it to the RRCA with your check. Your renewal is not complete until we receive your check. Do not contact Star Insurance about certificates if payment has not been made.*

    e. Visa, MasterCard, and American Express are accepted as a forms of payment in the payment method option. Event Management Companies, if you need to pay for an event added mid-year, email membership@rrca.org to receive your invoice via email, and you will be sent an online link to pay an open invoice via a secure credit card transaction. **Staff are no longer allowed to take credit card payments over the phone.**



Submit Your Running Club Roster: Running Clubs must upload their membership roster, including board members for nonprofit members, using the RRCA's club roster template in MS Excel format. Find details at www.rrca.org/membership/join-renew/rosters/. Event and Event Management Companies utilizing the RRCA's group exemption must submit a roster of their board members using the link above.

List Club Owned Races on the RRCA Calendar: Renewal is not complete until you add your races to the RRCA calendar. This serves as a record of your club's activities for insurance coverage. All RRCA event members must list their events on the calendar as well. Failure to list your events on the RRCA calendar could result in non-coverage of an event if an insurance claim is submitted. Events can be added throughout the year as they are planned. Listing club training runs and social activities on the RRCA calendar is not required.

1. Click on the Find an Event link found in the header of every page on the RRCA website.
2. Click on the ***Add New Events*** link or the Update Calendar Listing link to update events previously listed on the calendar. Anyone posting an event to this calendar for the first time MUST select the "New User" option below to create your user profile for entering events owned by clubs, event members, or event

management companies. This user login is different than our online membership system but you can use the same user name and password.

3. Once you create your login profile, you can enter one or many events and update or delete your events as needed. You can even include a logo image for branding purposes. Event details will be retained from year to year, so you can login and simply update events dates for future years.

IMPORTANT: RRCA Membership and Insurance is non-transferable. RRCA running clubs and events that assist other organizations in conducting a race may NOT extend insurance coverage to another organization. If a member does not own the race, or a duly appointed club representative does not manage all aspects of the event, it is not an insured event for the member. In this case, the organization receiving the assistance must join the RRCA as an event member to obtain insurance for the event. Race directing companies may insure an event through the RRCA if they OWN the race and direct all aspects of the race. If the race directing company is assisting another organization with elements of a race such as timing or finish line services, this event is not owned by the race directing company and not insured. Transferring or selling of the RRCA insurance to non-owned events is FRAUD. For more information, please see "Covered Activities", or call (703) 525-3890.